

5/023/085

**From:** "Robert Bischoff" <S046RJB@zionsbank.com>  
**To:** <joelleburns@utah.gov>  
**Date:** 9/24/03 10:50AM  
**Subject:** Re: CD document for Anderson Engineering

Why don't we just have the letter sitting at the front desk whether that be the reception area or the main lobby, whatever works best for you. Just let me know and I will get there.

The way that we have set up the account is that the Director is not a signer on the account, rather release of funds is contingent upon the receipt of a letter on letterhead as signed by the director and then the acknowledgment of that request for release by two designated officers of the bank. It is my understanding that the agreement will be signed by the director and therefore, we will already have his signature on file. I don't see that we need a signature card.

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>>> "Joelle Burns" <joelleburns@utah.gov> 9/24/03 7:52:24 AM >>>  
Good Morning:

I have finalized the CD cover letter on Division letterhead. We are located at 1594 West North Temple, Suite 1210. When you come in the main lobby, you have to obtain a "guest" pass to go through some locked doors to get to our reception area. I can either leave the letter at the main lobby, or at our reception desk, or they can call me and I could come out front to hand it to you (whichever you would prefer to do - let me know where you want me to leave it).

I have a question. Some of the banks require we provide them with a signature card with out Director's signature. I guess this is helpful if the CD needed to be recalled right away; however, the cover letter says the CD cannot be redeemed without the Division's Director's written authorization. So, if we have a signature card on file - then if that Director is replaced, the bank would not have the current Director's signature. This has always confused me whenever the bank wants a signature card on file. Since a written letter from the Division Director needs to be furnished to the bank to withdraw the funds; it would be on our official letterhead. If you need a signature card, could you bring one with you tomorrow (then I hope the Director will be here and be available to sign it when you come).

Thanks again for all your help.

Joelle